

Summarise a document

Read the document and bullet point/paragraph what it is about.

Document name - Car Review Top Gear, Nissan Juke

Use of language	Short & to the point, includes technical speciation
Presentation Style	Short chunks of information categorised into headings
Structure of content (layout)	Split into sections with a score for each

1) Explain how summaries are written for different audiences & purposes

- 1) Give a contrasting example
- 2) Explain how age and style matters
- 3) Type of language used formal/informal language

The review is written for an adult audience to help them by a car. Jeremy Clarkson writes reviews in the paper but they are more informal and meant to be funny. The audience of a review are car buyers, so mostly adults from middle age upwards and they want to see the information clearly. The formality of the review is to help you make a decision.

2. Decide on a further document

1. State the purpose & audience
2. Create a summary of the document

Review of Burst Magazine

The magazine is to help with teaching and learning and the audience is staff, students and parents at Castle View School. The magazine has a series of short articles written by students, experts and teachers and they are split up with lots of pictures and coloured backgrounds. To appeal to the younger audience the magazine is fun and funky looking. The text is plain and easy to read and the language is not complex as this is meant to encourage teaching and learning not make it seem scary.

Show that you have proof read your document (add a screenshot of the spell checker!)

